## **Petrol Site Inspection Aide Memoire**



Pre-visit:

Category		Detail		Y / N /p/a	Notes
Business details	Premise	e details obtained	d from Civica.		
		of last visit review			
		nade on any rec			
		nade to see if T	has a website?	1 NH	
Registered Office Na Operator Name & Ad Business owner:	ddress:	(85.)	o GANAGES	ipad - i	
Dusiness owner					
Business premise d	etails	Sole trader	/ Partnership / Lt	d	
Business premise d	etails		/ Partnership / Lt	d	Yes / No
Business premise d	etails		etails displayed.	d policy or 1 % 33 t	Yes / No Yes /No
Business premise d	etails	Relevant de Details on p	etails displayed.	2.31	
Tank Details:	etails TYPE	Relevant de Details on p If new busin	etails displayed. paperwork.	of staff?	Yes /No
Tank Details:		Relevant de Details on p If new busin	etails displayed. paperwork. ness (SME) - no d	of staff?	Yes /No
Tank Details:		Relevant de Details on p If new busin	etails displayed. paperwork. ness (SME) - no d	of staff?	Yes /No
Ur	TYPE	Relevant de Details on p If new busin	etails displayed. paperwork. ness (SME) - no d	of staff?	Yes /No
Tank Details:	TYPE	Relevant de Details on p If new busin	etails displayed. paperwork. ness (SME) - no d	of staff?	Yes /No

## INTERNAL

Site Log / Records	<ul> <li>6 month records for;</li> <li>Daily petrol inventory check</li> <li>Stock reconciliation</li> <li>Petrol delivery certificates</li> </ul>	
	Maintenance schedule records     Electrical checks*	*check cert. in date & remedial action done
	<ul> <li>Staff training records for;</li> <li>Hazards of petrol</li> <li>Emergency procedures</li> <li>Record of competent persons</li> </ul>	Nuclinges Nump 2 Section
	~ Ensure Interceptor has been cleaned*	*only when required
	~ Fire & Explosion RA	100 100 000 000 000
	~ Up to date site plan*	*Showing Hazardous Zones
	~ Legible copy of 'Conditions of licence' must be available	(A)
Vapour Recovery Stage 1	~ Is there an Incident logbook present	Any incidents – ie vapour leaks/lock (c3,c5)
	~ Is there a maintenance record available for VP system (c22/c23)	
	~ Logbook records for (c24)	ie Maintenance insp, Exams & tests, Inventory checks, Inst. & repair work
Stage 1& 2	~ Stage 2 VR certificate (c24 & 27)	Man certified Hydrocarbon Capture Efficiency <=85%
	~ Vapour Integrity test date (c30)	Every 3 years
	~ Vapour Effectiveness test date (c30)	Every 3 years
	~ Does the automatic monitoring system detect faults in the VR system (c31)	101
	~ Does the monitoring system automatically cut off the flow after 1 week if not rectified	obachio
	~ Are operators notified of any adverse results, failures or leaks of VR	

Kiosk	~ Signage "PETROL PUMPS – SWITCH OFF HERE"		JAMENTEE
	~ Notice stating  "INSTRUCTIONS FOR STATION CONTROLLERS"  detailing emergency procedures permanently displayed in kiosk		saneT sessor
	<ul><li>Clear &amp; unobstructed view of dispensing area*</li><li>Telephone must be available</li></ul>	10 4 10 4	*CCTV is acceptable
	~ Attendant must be at least 16		
Extinguishers	<ul> <li>Check date (service record up to date)</li> <li>Check correct colour for hazard</li> <li>Check in 'green' ie pressurised</li> </ul>	/	If Red advise needs servicing
Tannoy	~ Is tannoy switched on		
	~ Can announcements be heard from furthest pump islands		

Storage Tanks	~ Fill point should have required markings (11/12)	30M - 1	
	~ Fill pipe/off set fill caps should be secured by lock & chain (13)	sinciap someq	
alda)ganceal VTOOT I	~ Each dipstick/gauge should be correctly marked (14)	elO - l	
	~ Off-set fill cabinet should be in good condition (19)		
	~ Vent pipes are securely supported & protected by a flame arrester (22)	EA =	englabumbak l
shoon salotta be# 7/ palalote	~ Manhole chamber water level is checked and rectified (23)	4	
*	~ Sand located near the off-set fill		8010000
	~ Check vent pipes correspond with manifold	STERE	
	<ul> <li>Vent pipe should be fitted with a flame arrester &amp; flow restrictor plate</li> </ul>		
	~ Vapour return point should be locked with a lockable self-seal cap (c9)		
	~ Fittings for delivery & return pipes different (c10)		
	~ Vapour return point must be marked "CONNECT VAPOUR LINE BEFORE OFF-LOADING"(c26)		
	~ Each connected tank marked "WARNING. THIS TANK IS MANIFOLDED. ISOLATE TANK VENT PIPE BEFORE COMMENCING ANY WORK"		
	~ Tank fill point marked  "NOT MORE THATN TWO TANKER  COMPARTMENTS MAY BE OFF-  LOADED AT ONE TIME"		
Pumps/Dispensers	~ Pumps/hoses working & free from damage		*wear & tear, cracks etc
	~ Latch pins not present		
	~ Pumps are locked		
	~ Signs state  "PETROLEUM SPIRIT, HIGHLY FLAMMABLE, NO SMOKING, NO NAKED LIGHTS, SWITCH OFF ENGINE"		

Forecourt	<ul> <li>Drainage channels should be undamaged &amp; kept free of dirt etc</li> </ul>		
	~ No unauthorised equipment should be in hazardous area		Perell manuer Cologory
	~ Charcoal, paraffin & LPG should be safely stored		bost
	~ Forecourt should be sound		
	~ Sand located near the pumps		Sale Banen mone
	~ Adequate illumination should be provided (100 lux)		No more than 3 luminaires not working – take lux reading if
	<ul> <li>Tanker stand must be adequately illuminated (100 lux)</li> </ul>		unsure
Switch	~ Check petrol pump switch	zesią l	Pull key in & out
	~ Clearly marked with  "PETROL PUMPS, SWITCH OFF	1	Violate
DOD I	HERE"	reites	
DCD box	Check lights     Check sizes		
\$440EEE003 / 850	Check siren     Check telephone*		*ring 999, advise TS
-	<ul> <li>Print Ullage report</li> </ul>		test – give initials

## Retail premise

Category	Detail	Y / N /n	/a Notes
Food	<ul><li>Check Use by's / Best before's</li><li>Food labels as per requirements, ie</li></ul>		NIDSNOI  FoV, Pic rep etc
Unfair trading/ CPR's	~ Clear pricing.	V	/ 100,110100000
Tobacco	<ul><li>Obligations in relation to sales met</li><li>Tobacco Notice on display</li></ul>	/	large shops must cover tobacco
Underage sales	~ Where relevant are there systems in place to prevent UAS?		If the shop does not operate a Challenge policy, suggest Ch. 25
Safety	~ Are relevant items marked as per safety requirements?	NA	i.e. Manufacturer details and CE mark.
	~ Any specific safety legislation that needs to be considered?		Toys / Cosmetics